

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions in law enforcement work with the police department. Employees are trained for and then perform traffic law enforcement and accident investigation, criminal investigation, general patrol work, and related law enforcement duties. They may also be assigned duties in specialized areas such as crime prevention and public relations. After training, entry level police officers receive general instruction only in most assigned areas of work, having work reviewed by and reporting to a designated shift supervisor.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs general patrol duties; drives patrol car in an unspecified pattern and at varying speeds in order to increase police visibility, to discourage traffic violations and other criminal activity, and to discover crimes in progress; observes doors and windows of banks and business establishments to ensure their security and to check for signs of damage and/or illegal entry; drives to and around areas of high crime incidence to look for criminal and/or immoral activity, and to make presence known to prevent criminal activity.

Performs duties at the scene of a motor vehicle accident; summons emergency equipment needed at an accident scene, in order to provide the necessary services as quickly as possible; protects accident scene from disturbance; removes (or assists in removing) dead or injured from wrecked vehicles; interviews operators, occupants, and witnesses in order to help determine how, when, and why the accident occurred; completes accident report forms.

Performs service calls; examines ill or injured persons and administers the appropriate first aid treatment in order to prevent further injury or loss of life.

Performs duties at the scene of a fight or domestic dispute; separates parties involved in a fight situation by physically intervening or escorting one party out of reach of the other, in order to prevent injury to any of the parties involved; attempts to calm parties involved in a fight situation in order to gain control of the situation.

Performs duties for control of emergency situation; secures the scene of a crime or emergency by blocking off the area with barricades, ropes, etc., and by standing guard, in order to prevent damage, loss, or injury.

Performs investigations of crimes and makes arrests; reports description(s) of suspect(s) by radio transmission in response to criminal actions, in order to aid fellow officers in the apprehension of suspects; collects and labels evidence taken from the crime scene; talks to complainant, witnesses, and others, to obtain facts and information about various crimes; makes arrests according to law and established procedure.

Testifies in court by presenting facts and/or evidence related to the case and by answering attorneys' and magistrate's questions, in order to present evidence for the proper disposition of the case.

Appears at schools in assigned area to present talks and programs on police related matters when requested or directed to do so; talks before groups of adults to provide information on traffic safety, drugs and narcotics, and other police related matters.

Composes and writes all reports required to be submitted at the conclusion of a patrol to make the information immediately available to supervisors.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met before the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any

one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation. Must not be less than eighteen (18) years of age.

Must possess and maintain a valid driver's license.

BK	08-24-72
REV	10-07-75
	09-21-81
	05-13-85
	11-15-94
	08-30-00
	11-19-09